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MARINE CORPS AIR GROUND TASK FORCE TRAINING COMMAND
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MANUAL)

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Encl: (1) BBD TQ Inst Manual

1. The transient quarters (TQ) aboard the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center are utilized by active-duty and reserve military personnel. This TQ instruction manual supplements reference (a), and establishes standard operating procedures and instructions to be followed by the Bachelor Billeting Division personnel and residents assigned to the TQ aboard the Combat Center.

2. Per reference (a), the Assistant Chief of Staff, G-4 is responsible for establishing local policies and procedures for the utilization, management, and maintenance of the TQ at the Combat Center.

3. It is the Commanding General's intent to provide quality accommodations, excellent customer service and the highest quality of life for Marines and Sailors residing in the TQ. This TQ instruction manual, enclosure (1), is applicable to all civilians managing the TQ and active-duty and reserve Armed Forces personnel residing in the TQ aboard the Combat Center.

4. The TQ instruction manual will be reviewed annually by the Director, BBD, for compliance with higher level directives and is available for activities to access at <http://www.29palms.marines.mil/Staff/G4InstallationsandLogistics/BachelorBilleting.aspx>.

M. A. MYRUM

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

GENERAL INFORMATION

1. General. This Transient Quarters (TQ) Instruction Manual is an amplification of reference (b) and provides additional, specific instruction for the management, utilization, maintenance, and regulation of the TQ aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC).

2. Purpose. The Bachelor Billeting Division (BBD), which has managerial and financial control of the MAGTFTC, MCAGCC TQ, is a non-appropriated fund instrumentality (NAFI) responsible for providing government quarters for personnel traveling on official temporary additional duty (TAD) orders. The purpose of the TQ is to conserve appropriated funds through reduced per-diem payments while maintaining acceptable cash reserves needed to accomplish its mission. In accordance with reference (b), personnel traveling on funded TAD orders to the Combat Center are required to occupy government TQ, unless otherwise noted on their orders, or receive a certificate of non-availability (CNA) prior to seeking other accommodations, to include accommodations offered by the Temporary Lodging Facility (TLF)/Sleepy Tortoise Lodge.

3. Organization

a. The Director, BBD is responsible to the Assistant Chief of Staff (AC/S), G-4 for proper administration, utilization, and operational control of the TQ and the Billeting Fund. The AC/S G-4 regulates control of assigned facilities and directs and supervises the BBD.

b. The TQ/BBD staff is organized in a manner that is conducive to the proper management, maintenance, and administration of the facilities under its control. In addition to the Director, BBD, the TQ staff consists of the TQ Manager and other non-appropriated fund (NAF) civilian employees who provide management, administrative, and accounting services for the BBD and front desk, housekeeping, and maintenance services to TQ residents.

c. The Marine Corps Community Services (MCCS) is a NAFI that is not related to the mission or activities of the BBD/Billeting Fund; however, the BBD utilizes MCCS for Payroll and Human Resources services.

4. Financial Management. The Twentynine Palms Billeting Fund is established within the BBD for receiving and disbursing monies collected.

a. Generated revenues from the TQ are used to fund all administrative support functions required for the proper management and operation of TQ facilities. Funds generated are also used to renovate and/or upgrade TQ facilities, furniture, furnishings, and equipment required to increase the quality of life provided to TQ residents.

b. The Director, BBD is appointed as the Billeting Fund Custodian for both the Twentynine Palms and Marine Corps Mountain Warfare Training Center Billeting Funds, and is responsible for the fiscal management and control of all NAFs generated by each Billeting Fund. In accordance with reference (b), funds generated will be managed and accounted for separately for each NAFI.

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c. Funds will be administered in accordance with the BBD's annual budget, which requires approval by the AC/S G-4, by direction of the Commanding General.

d. The TQ Manager is assigned as the NAF purchasing officer for the BBD, and is responsible for approving purchases under \$5000.00. Purchases in excess of this limit that are not approved in the annual budget must be approved, in writing, by the AC/S G-4.

e. Appropriated Fund Support. The administration of the TQ is a command function to be supported with appropriated funds.

(1) Per reference (b), administrative services and supplies, equipment and supplies for cleaning and maintenance, procurement of room linens, furnishings, equipment, and utility costs are to be supported with appropriated funds.

(2) Custodial service in common-use areas such as offices, hallways, lobbies, day rooms, game rooms, lounges, and laundry rooms is also an appropriated fund expense. When NAF employees provide these services, appropriated funds will reimburse the NAF Billeting Fund for services provided.

(3) Appropriated funds are required to be used to the maximum extent possible to renovate/improve the TQ. When appropriated funds are not authorized or not available, NAF may be used.

5. Transient Facilities

a. Transient facilities consist of the following quarters:

(1) Adequate and inadequate officer and enlisted quarters are for use by Department of Defense personnel on funded TAD orders and other personnel requiring temporary billeting.

(2) Five Distinguished Guest Quarters (DGQ) (the Mojave, Oasis, Ocotillo, Cholla, and Palo Verde suites) are for use by command-sponsored guests and other eligible transient personnel.

(3) The Command Guest House, also known as the Riley House, is for use by command-sponsored guests and other eligible personnel and their families.

b. When adequate quarters are not available, a CNA will be provided by the TQ Front Desk, when applicable, authorizing individuals to occupy alternate lodging.

6. Services to be Provided. The minimum requirements for services provided in transient housing are detailed in reference (b).

a. Minimum Standards of Adequacy and Acceptability. The BBD offers adequate and inadequate quarters. Individuals will not reside in inadequate quarters unless otherwise agreed to by the resident.

b. Housekeeping services are provided daily to residents in adequate quarters.

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c. Linen and furnishings are provided for guests and are of similar or better quality than those items found in commercial three star hotels.

7. Service and Rental Charges. Service and rental charges are formulated per reference (b) and published in reference (c). Annual service and rental charge increases of up to three percent (rounded up to nearest dollar) may be approved by the Commanding General.

8. Delinquent Debts. Occupants with debts not paid to the BBD upon checkout or occupants without an established mutually agreeable repayment schedule will incur a pay checkage per reference (d).

Chapter 2

TRANSIENT HOUSING OPERATION

1. General. This chapter addresses the management and operation of all TQ facilities, to include DGQs and the Command Guest House.

2. Hours of Operation. The TQ will be open at all times to allow for early morning and late night check-ins/outs.

a. Check-in time is 1500 and check-out time is 1100 daily.

b. A desk clerk will be on duty 24 hours a day, 7 days a week, to provide normal check-in/out services and assistance with lock-outs and emergency situations.

c. Housekeeping services will be offered from 0800-1500 Monday-Friday and 0800-1200 on weekends and federal holidays unless otherwise required. If needed, extra amenities or linen may be retrieved from the Front Desk after hours.

d. Normal business hours for administrative, accounting, and management personnel are 0800-1630, Monday-Friday, excluding federal holidays.

3. Occupancy and Priority of Assignment

a. Male and Female Occupancy. TQ facilities may be jointly occupied by male and female personnel with the following stipulations:

(1) Private Quarters. Each room is equipped with a private bathroom and living space. Occupancy is limited to two persons per room, unless otherwise authorized by the Director, BBD. Personnel registered in these quarters must inform the BBD Front Desk of the number of guests that will be occupying quarters. All guests shall be registered with the Front Desk. There is an additional service charge for each person that occupies a suite or room with a registered occupant.

(2) Shared Quarters. Each room consists of one full/queen size bed and shares a bath/toilet with one adjacent room. Only members of the same sex will share a bath/toilet in these facilities.

(3) Inadequate Quarters. Quarters consist of twin bunks located in an open squad bay with community bathroom or a room configured squad bay with community bathroom and two/three twin size beds per room. Only members of the same sex will occupy these facilities.

(4) When it has been determined that personnel residing in quarters have had unregistered, overnight guests, a service charge will be assessed per guest/per night and is the responsibility of the registered resident.

b. Requests for adequate quarters will be made for personnel in accordance with the assignment eligibility standards illustrated in reference (b).

c. Personnel requiring quarters on a space-available basis will be informed of the space available policy upon registering for quarters. Space available personnel may check-in with the Front Desk after 1500, if quarters

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are available, and may occupy quarters for one day at a time only. Space available personnel requesting to reside in TQ for an additional night must check with the Front Desk prior to 1100 daily to determine if quarters are available for use on that day. The maximum period of occupancy for space available guests is 30 days unless otherwise waived by the Commanding General.

d. Command Guest House and DGQs. Requests to occupy the Riley House or DGQs will be made via the Protocol Office.

(1) In order to maximize utilization of the Riley House, space available guests may request to occupy the Riley House via the Front Desk Supervisor. Assignment to the Riley House will be granted to active duty and retired officers ranked O6 and above and any other personnel as requested and approved by the Commanding General. In order to verify approval by the Commanding General, the Protocol Office will be informed of all requests to occupy the Riley House that are made via the Front Desk Supervisor.

(2) Assignment to the DGQs will be made in the following order of priority:

(a) Active duty and retired personnel ranked E9 or O6 and above.

(b) Civilian personnel, SES and above, unless otherwise directed by the Commanding General.

(c) Field Grade Officers and senior Staff Non-Commissioned Officers (SNCO), in a transient status, on a space available basis.

(d) Field Grade Officers, senior SNCOs and their families reporting aboard or departing MAGTFCTC, MCAGCC with permanent change of station orders that require temporary lodging when the TLF or permanent housing is not immediately available.

4. Reservations

a. Authorized personnel may make reservations for quarters, in advance, by calling the Front Desk. Personnel with guaranteed reservations have priority use of TQ.

b. Individuals requesting reservations must provide name, rank, length of stay, phone number, purpose of visit, parent command information, and credit card information at the time reservations are made. All reservations must be secured/guaranteed with a credit card.

c. Cancellations are the responsibility of the occupant and/or person making reservation arrangements. Accounts will be charged for one night's lodging if the reservation is not canceled by 1600 on the scheduled arrival date.

d. Group Reservations. Reservations for groups or recurring courses will be made in accordance with BBD's internal group and course reservation policies.

e. Command Guest House and DGQs. For distinguished guests, reservations for the Riley House and DGQs will be requested by the Protocol Office through the Front Desk Supervisor, BBD. All reservation requests will be made via

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email and phone, when necessary. In order to ensure all reservations are recorded accurately, all requests made via phone will be followed up by an email to the Front Desk Supervisor, BBD, or designee no later than one business day after the phone request.

(1) Reservations for all flag and general officers will be made for the Riley House unless unavailable or otherwise directed by the Commanding General.

(2) Reservations for a specific DGQ room may be made for a general officer if the general officer requests the room by name. If a general officer requests not to reside in the Riley House, the Protocol Officer will notify the Commanding General.

(3) It is the Protocol Office's responsibility to retrieve credit card information for distinguished guests prior to requesting reservations. Reservations for distinguished guests may be made without a credit card on file; however, credit card information must be received at least 24 hours prior to the scheduled arrival date.

(4) For the Riley House, in order to ensure enough time to prepare quarters for new residents, there will be a minimum of one day allotted for completion of cleaning services between occupants. If a pet accompanies the guest in the Riley House, there will be a minimum two days between occupants.

(5) Relocation. It may be determined necessary to relocate scheduled occupants of the Riley House and DGQs in order to accommodate higher priority distinguished guests. If this occurs, the Protocol Office will determine if an occupant is required to relocate, providing at least 24 hour notice to vacate. The Front Desk Supervisor, BBD will make every effort to provide alternate quarters for personnel required to relocate.

5. Payment for Quarters

a. All service charges will be collected, in advance, upon checking into quarters. Residents occupying quarters in excess of 30 days will be charged nightly service charges, in advance, on the first day of each month.

b. If a transient guest is unable to make payment in advance, payment arrangements may be made. Space available guests must pay for quarters in advance. If a space available guest is unable to make payment for quarters in advance, the individual may not occupy quarters.

c. Personnel may pay for quarters by check, cash, or the following credit cards: Visa, Master Card, Discover, or American Express. The BBD reserves the right to refuse payment by personal check from personnel who are on the bad check list.

d. Dishonored checks will result in a service charge to recover administrative costs.

6. Check-In/Check-Out Procedures. All personnel will check in and out with the BBD Front Desk, located in building 1565.

a. Check-in Procedures

(1) Upon checking into quarters, individuals will provide military identification card, a copy of their travel orders (if applicable), and the credit card to be used for lodging expenses. If the guest has not yet received their government travel card, a personal credit card may be used to pay for lodging expenses and, upon request, lodging expenses may be refunded to the resident's personal credit card upon receipt of their government travel card.

(2) Individuals will read the posted "Rules and Regulations" and sign a registration form verifying the information indicated. Personnel must also inform the Desk Clerk if any other guests will be accompanying them in quarters. An additional service charge will be assessed for each additional guest.

(3) Individuals will provide payment for quarters in accordance with paragraph 5 of this Chapter.

(4) The BBD Desk Clerk will provide the individual with keys to assigned quarters and map, if required.

(5) In order to guarantee availability of quarters, individuals requesting to check into quarters prior to 1100 must have their arrival date scheduled for the previous day. An early check in fee equal to one night's lodging will be assessed. Individuals requesting to check into quarters between the hours of 1100 and 1400 may do so if assigned quarters are available for occupancy at that time. Applicable fees will be assessed as detailed in reference (c).

b. Check-Out Procedures

(1) All occupants must check out prior to 1100 by turning in their keys to the BBD Front Desk and clearing any account balance.

(2) Arrangements may be made with the BBD to extend the 1100 check-out time. Extensions of stay should be made at the earliest possible time. Failure to check out by 1100 without authorization will result in a late charge equal to one night's lodging.

(3) Occupants who leave their room(s) or furnishings in an unsatisfactory state of cleanliness and/or repair may be assessed a cleaning fee and/or appropriate charge contingent on the level of damage.

(4) In the event that a resident departs prior to the expected length of stay, arrangements for a refund will be made, if required. Refunds will be made by the same means of payment when readily available. If payment was made with cash or check, the Desk Clerk will arrange for a refund check to be mailed to the resident or picked up from the BBD Front Desk within five business days unless other arrangements are made.

(5) Government property discovered missing by the BBD staff after a resident's departure will be immediately reported to the TQ Manager, BBD for action.

(6) Active duty and reserve residents who do not settle pending balances prior to departure from quarters will have three business days to do

so before their chain of command is notified and a pay checkage to their military pay is initiated by the BBD. All other occupants who do not settle pending balances will lose their billeting privileges and a notification of debt will be sent to collections.

c. Check-In/Check-Out Procedures for Distinguished Guests

(1) Check-In Procedures

(a) The Protocol Office may arrange for registration and key service for all distinguished guests. All other guests will register and obtain room keys at the BBD Front Desk.

(b) In the event there is an unexpected arrival of an active duty or retired officer ranked O7 or above, the Desk Clerk will billet the individual in the Riley House or one of the DGQ suites, if available, or provide a CNA, if applicable.

(c) After 1500 daily, the BBD is authorized to billet commissioned officers, warrant officers, and SNCOs in available DGQs on an overnight, space available, basis.

(2) Check-Out Procedures

(a) In order to provide adequate time to prepare quarters for the arrival of the next occupant, check-out time is no later than 1100 on the date of departure. Arrangements for a late departure time may be made through the Front Desk Supervisor, BBD; however, a late check-out fee will be assessed unless otherwise approved by the Director, BBD or authorized personnel.

(b) Upon departure, official visitors are authorized to leave issued keys in the Riley House or assigned DGQs. The Protocol Office will make prior arrangements for payment, if applicable. If keys are not returned to the Front Desk and are not found in room(s) after departure, the Front Desk Supervisor will notify the Protocol Office. Fees may be assessed for missing keys.

(c) All other guests will return keys and clear any account balance at the BBD Front Desk.

(d) If mini-bar items such as wine, beer, soda, etc. are provided in quarters, applicable fees will be assessed for any items consumed. When guest consumption records differ from inventory records, the Front Desk Supervisor, BBD will inform the Protocol Officer.

7. Quarters Availability

a. When adequate quarters are not available, personnel will be given a CNA on the date of arrival, enabling them to reside in the TLF or off-base quarters. When adequate government quarters are not available, government messing is also not available. CNAs cannot be backdated and may not be issued to transient personnel, either military or civilian, when adequate quarters are available.

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b. If adequate quarters are available and personnel elect to stay in alternate accommodations, a letter of status of availability may be provided detailing the room available to the individual and the applicable service charge.

c. Individuals may elect to occupy inadequate quarters. In such cases, a CNA will not be provided and the individual will be required to pay the appropriate service charge. Personnel will be placed in available inadequate quarters based on rank and gender.

8. Inadequate Quarters

a. Inadequate quarters may be available for use by personnel traveling aboard the Combat Center on funded TAD orders, when requested, and geographical bachelor personnel requesting to reside in the inadequate quarters on a long term, space available basis. Those personnel who do not intend to relocate their dependents to the local area are advised to look for long-term housing in the civilian community; however, these personnel may be housed in adequate TQ on a space available/day-by-day basis, or they may utilize inadequate housing for an extended period of time, if available. For personnel that are space available, the maximum period for occupying transient housing is up to 30 days. For space available personnel requesting to occupy inadequate quarters in excess of 30 days, a waiver to the 30 day maximum period of occupancy may be granted, on a case by case basis, by the Commanding General.

b. Space available personnel that elect to reside in inadequate quarters on a long-term basis accept that there is no inherent right to occupy these quarters and that occupancy may be terminated at the discretion of the Director, BBD. If inadequate quarters are needed to billet incoming TAD personnel, residents may be given a letter to vacate government quarters with a minimum of 14-day notice.

c. Check-In/Check-Out. In order to conduct proper inspection of quarters prior to checking in and out, personnel may only check-in/out of inadequate quarters, by appointment, Monday-Friday (excluding holidays) between the hours of 1100 and 1500. Appointments for joint inspection and check-in/out of quarters must be made at least 24 hours in advance.

d. Visitors and Additional Guests. Inadequate billeting areas are for use by residents only. Overnight guests or visitors are not authorized.

e. Services. Limited services are provided in inadequate quarters, consisting of common area cleaning Monday-Friday (excluding holidays) and monthly linen exchange on the first Friday of every month.

9. Housekeeping Services

a. Housekeeping services are provided daily to all personnel residing in adequate quarters. Linens will be changed prior to occupancy of a new guest and, at a minimum, once per week until departure.

b. For the Riley House, it is the responsibility of the occupant to contact the Front Desk and schedule a convenient time for BBD staff to provide housekeeping services. Arrangements must be made 24 hours prior to services being rendered, unless previous arrangements are made.

c. Housekeepers will not interfere with the personal belongings of occupants. In the event that an occupant's personal effects are not maintained in an orderly manner or a room is too cluttered with personal belongings to properly clean quarters, notice will be given to the occupant and the room will not be serviced.

d. "Do Not Disturb" signs will be honored for one calendar day only. On the second consecutive day, a BBD representative will enter the room to verify that the room is in good condition, occupants are unharmed, and that maintenance is in good order. If there is a maintenance issue to be addressed within a room, "Do Not Disturb" signs will not be honored.

10. Key Control. The TQ Manager, BBD will establish key control procedures following instructions provided in reference (b) and will ensure sufficient number of keys are maintained for each room for normal operation.

a. Resident Hard Keys. Personnel are not authorized to duplicate government issued hard keys.

b. Master Keys. Particular care must be taken to secure access to master keys. Loss of a master key must be reported to the TQ Manager and Director, BBD prior to being duplicated or locks being re-keyed.

c. Lockouts. For security measures and key control, resident's information must be verified against occupancy reports prior to being admitted to their room. Residents who lock themselves out of their rooms shall be required to show their military identification card to the Front Desk or, if unavailable, validate personal information contained within the guest's account in order to verify identity. Windows are not to be used for access to quarters.

d. Lost Keys. Lost keys shall be reported to the Front Desk. Residents may be charged a key duplication/rekeying fee, when applicable.

11. Inspections

a. Inspections will be conducted periodically by command representatives to ensure standards of cleanliness are met, furnishings are in good condition, and fire and safety regulations are adhered to.

b. BBD personnel will complete random inspections during the course of their assigned duties.

12. Expendable Supplies

a. The administration and management of expendable supplies such as cleanser, pine oil, bathroom tissue, etc. is the responsibility of the Area Supervisor and the Supply Technician(s).

b. Expendable supplies accounts will be divided into items procured with appropriated funds and NAF items purchased from vendors or the commissary. These accounts will be kept separate and stock supplies will not be intermingled.

c. The Supply Technician(s) will maintain accurate inventories and logs/records of all items issued, by section, and will reconcile physical inventory with financial records at least monthly.

13. Property and Fixed Assets

a. The Supply Technician is appointed as the Responsible Officer for all appropriated fund and NAF assets located on BBD/TQ property. All applicable items will be barcoded and tracked in the BBD Twentynine Palms property tracking system. Per reference (d), all property/fixed assets purchased with NAF will be formally inventoried at least annually.

b. All BBD personnel are responsible for informing the Supply Department when items are relocated. Movement of items will be recorded, on an item location sheet, and will be forwarded to the Supply Department in order to update property records.

c. The TQ Manager will arrange for replacement of appropriated fund or NAF property in the event that it cannot be repaired. In the event that repair is not cost effective, appropriate measures will be taken to dispose of the property. No appropriated fund or NAF property will be discarded without prior written approval from the AC/S G-4.

14. Maintenance of Transient Facilities. The BBD/TQ maintains internal TQ staff to complete preventative maintenance and minor, corrective maintenance and repairs within quarters.

a. Resident Responsibilities. Residents are responsible for the upkeep and condition of their assigned government quarters, including all government furnishings, fixtures, and equipment. In accordance with the established interservice support agreement, the BBD/Billeting Fund will be reimbursed with appropriated funds by the Public Works Department (PWD) for all facilities maintenance work completed by NAF employees.

b. Reporting

(1) Maintenance of an emergency nature shall be immediately reported to the Front Desk, who will then notify BBD management and Maintenance Department and/or PWD for action.

(2) Routine maintenance complaints/discrepancies shall be reported to the Front Desk during normal business hours.

c. Repairs

(1) PWD, Fire Department, etc. personnel are authorized entrance into all areas of the TQ in order to complete necessary repairs and/or inspections. Authorized personnel will check in and out with the Front Desk prior to starting repairs. Non-BBD personnel will be escorted by TQ personnel when entering quarters.

(2) BBD Maintenance staff will complete all repairs encompassed in their normal scope of work. For those items that cannot be completed by BBD Maintenance staff, a service request will be submitted to the PWD via USMCmax.

d. Tools. The Director, BBD will designate, in writing, personnel responsible for tools and self-help materials. These items will be properly accounted for and kept organized and clean. Tool rooms will be inventoried at least monthly and results submitted to the Director, BBD.

Chapter 3

RESIDENT RULES AND REGULATIONS

1. General. This chapter contains the rules and regulations for residents occupying rooms within the TQ.

2. Responsibility. Occupants of the TQ are responsible for the care and upkeep of their quarters and to follow the regulations contained in this instruction manual and reference (b).

3. Resident Information. To ensure that resident information is kept up to date at all times and to ensure appropriate accountability of residents occupying the TQ, residents shall keep the Front Desk informed of the following:

- a. Change of rank.
- b. Periods of absence from the quarters for more than five days.
- c. Maintenance requirements or problems.
- d. Intention to vacate assigned quarters.
- e. Transfers or reassignments.
- f. Change in parent command/unit address.
- g. Point of contact phone number.
- h. Additional guests.

4. Conduct Within Transient Quarters

a. Room Assignments. Residents are prohibited from changing room assignments without approval from the Front Desk.

b. Alcoholic Beverages. The possession and use of alcoholic beverages are only permitted in TQ rooms, lounges, and picnic areas for personnel 21 years of age or older. Drunkenness or abuse of alcoholic beverages will not be tolerated. The Commanding General or designated representative may terminate privileges when circumstances warrant such action.

c. Children. Children under the age of 12 years are prohibited from occupying TQs unless otherwise authorized, on a case by case basis, by the Commanding General.

d. Pets/Animals

(1) Pets and any domestic or wild animals are prohibited in TQ facilities, with the exception of the Command Guest House, unless the pet is a certified service animal. The provisions for certified service animals to reside in TQs are listed in reference (b). Fumigation and sanitation fees will be assessed if an unauthorized pet/animal is found in TQ facilities.

(2) Command Guest House. Pets are authorized in the Riley House. The following items apply:

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- (a) A one-time, non-refundable pet fee will be assessed.
 - (b) There is a max limit of two pets, per day.
 - (c) Cats and dogs are the only pets authorized to occupy quarters. Base breed restrictions apply.
 - (d) Pets must be restrained in a carrier/kennel when left unattended and when housekeeping services are being provided.
 - (e) Guests are responsible for cleaning up after their pets i.e. removing and disposing of pet waste in outdoor garbage receptacles.
 - (f) Guests with pets accept full responsibility for any and all costs or expenses for property damage that may result from a pet. Guest agrees to reimburse for such damages upon discovery.
- e. Fire Safety Equipment. Fire safety equipment, to include fire bills/warning signs, will not be tampered with, removed, or otherwise handled in a manner that hinders their operation.
- f. Prohibited Items. The following items are prohibited in the TQ:
- (1) Explosive materials.
 - (2) Hazardous chemicals or materials that pose a health risk, including any chemicals that, when mixed, could be hazardous or present a danger to residents.
 - (3) Candles, incense, oil lamps, lanterns, grills, or any device capable of producing an open or enclosed/contained flame or odor.
 - (4) Combustible items such as gasoline, Coleman fuel, or other flammable and toxic fluids or gases are not permitted within TQs except as required by maintenance personnel and approved by the Fire Department's Fire Prevention Office.
 - (5) Controlled substances other than prescribed by a competent medical authority.
 - (6) Smoking is prohibited in all TQ facilities. This includes electronic devices such as e-cigarettes or any device that simulates smoking. If evidence of smoking of either cigarette or electronic devices within quarters is found, applicable fees will be assessed. Smoking is permitted in designated areas only.
 - (7) All cooking appliances are prohibited in TQ rooms. This includes, but is not limited to, hot plates, electric grills, electric fry pans, and any other appliances with an exposed electrical coil.
 - (8) Weapons, ammunition, and explosives are not authorized in the TQ. Any weapons, ammunition, or explosives found in the TQ shall be reported to the military police and confiscated.
 - (9) Occupants are prohibited from washing vehicles, performing vehicle maintenance and repairs, and storing vehicle parts in parking areas or grounds surrounding TQ facilities.

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g. Attire. While in quarters or common areas, residents can wear comfortable attire; however, residents must be considerate of staff members, visitors, and members of the opposite sex, especially during working and visitation hours. Bare feet, revealing bathing suits or tank tops, mutilated clothing, bare torsos, and soiled or sweaty athletic attire are not allowed in common areas and common lounges. Dressing or undressing in view of open windows or doors is also prohibited. Windows facing thoroughfares or other buildings shall have blinds or curtains closed when residents are changing clothes.

h. Noise and Loud Music. Stereos, radios, and televisions should not be heard outside a resident's TQ room. Earphones should be used between 2200 hours and 0800 hours.

i. Parking and Vehicle Storage. Parking is provided for all the TQ residents. Storage of vehicles in TQ parking areas while on deployment is not authorized. Parking or driving on landscaped, rocked, or grassy areas surrounding government quarters is also prohibited. Violators will be held financially responsible to the BBD/Billeting Fund for areas that have to be restored to original condition due to damages.

j. Energy Conservation. It is each resident's responsibility to reduce energy consumption. Residents should turn off and unplug all electrical items while not in use, keep doors and windows closed when heating and cooling systems are on, turn off all lights and fans when not in use, and report all water leaks immediately to the TQ Front Desk.

k. Fire Safety. In order to prevent potential fires, residents must ensure that:

(1) Electrical outlets do not have more than the allotted number of appliances directly plugged in at any one time. Extension cords or adaptors are not authorized to increase the number of outlets. The only authorized extensions are surge protectors.

(2) Heat-producing appliances (irons, etc.) are unplugged immediately after use. Allow them to cool in a safe place.

(3) Only Underwriters Laboratories approved electrical appliances are used.

(4) All residents are alert to fire hazards and report potential hazards to the TQ Front Desk.

(5) All cigarettes, cigars, and pipes are extinguished in the smoking receptacles located outside of each TQ building. At no time will paper cups, plastic containers, or other flammable or fusible receptacles be used for this purpose.

l. Roof Areas. Roof areas and utility chases are off limits to all TQ residents.

m. Windows. Removal or loosening of screens or window panes is prohibited. No one is authorized to gain access to rooms or lounges through a window. Windows shall be locked when no one is in the room. Windows shall remain unobstructed for fire and safety reasons. Residents will be charged for any damages to windows or screens.

n. Security of Personal Possessions. TQ residents are the best deterrent to theft and crime in TQ facilities. TQ residents are advised to keep valuables secured and doors and windows locked. Any thefts or suspicious activity should be reported to the Front Desk and Provost Marshal Office.

5. Guests. Anyone who is not a resident of the TQ is a guest, except personnel on official business (i.e. unit leadership, BBD personnel, maintenance workers, etc.). Guests are permitted in the TQ, provided they do not interfere with good order and discipline, or inconvenience other assigned residents.

a. Visiting Hours. TQ residents will be permitted to host guests during normal waking hours, 0800-2200 hours, Sunday through Thursday, and 0800-2400 hours Friday and Saturday. Overnight guests are not permitted in quarters unless registered with the Front Desk. Applicable fees will be assessed for each additional overnight guest.

b. Visitor Rules

(1) Coed visits are prohibited in rooms that share a bathroom.

(2) Residents are responsible for the behavior of their guest(s) and must provide compensation for any damages to government property.

(3) Guests must be escorted by the resident at all times unless otherwise registered with the TQ Front Desk.

(4) Use of clubs and recreational facilities is encouraged for entertaining guests in a social setting.

6. Furnishings, Equipment, and Room Décor

a. Removal or Movement of Government Furnishings. Government provided furnishings will not be removed from quarters or relocated within rooms. Applicable fees will be assessed if furnishings are not returned to their original location prior to check-out.

b. Damages. Condition of room furnishings is the responsibility of the resident. Residents will be held financially responsible for any damage to TQ facilities, rooms, furnishings, etc.

c. Appliances. Except those appliances already provided in rooms, all other cooking appliances are prohibited.

d. Room Décor. All posters, pictures, and other wall hangings must be hung in a non-destructive, orderly, and neat manner. Paraphernalia from any organization that promotes supremacist causes; attempts to create illegal discrimination based on race, creed, color, sex, religion, or national origin; advocates the use of force or violence; or otherwise engages in efforts to deprive individuals of their civil rights is prohibited. The display of paraphernalia that advocates illegal drug use and the display of pornographic material is also prohibited. This includes X-rated pictures or video films and personal pictures exhibiting nude sex acts or scenes.

7. Cleanliness

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- a. Common Areas. Common use areas will be serviced by TQ staff; however, each resident is responsible for cleaning the areas after use.
- b. Food. In order to prevent insect or rodent infestations, food shall be kept in refrigerators or in tightly sealed containers such as cookie tins or plastic storage containers.
- c. Garbage. Trash receptacles are provided throughout TQ areas. Trash is not be left in breezeways, laundry rooms, lounges, or common areas. Occupants who accumulate excessive amounts of trash are responsible for its disposal in the nearest dumpster. Failure to do so will result in an additional cleaning fee being assessed.
- d. Recycling. Recycling bins are provided throughout TQ areas. Occupants can contribute to the recycling program by separating items and utilizing the recycling bins provided.

8. Other

- a. Grills. Barbecue grills are provided throughout TQ areas. Personnel using barbecue grills must clean them after use, extinguish the charcoal completely, and dispose of trash properly. Personnel who fail to do so will be charged applicable cleaning fees and may lose future privileges. Guests are authorized to have personal grills; however, grills must be located at least ten feet away from any government building and charcoal and lighter fluid must be stored in designated flame lockers.
- b. Laundry. Washer and dryers are available for use by residents only. Residents may contact the Front Desk if any machine becomes inoperative. Personnel using laundry facilities must ensure the facilities and equipment are kept clean. Trash must be disposed of in the receptacles provided, lint traps and filters must be kept clean, and all personal items must be removed before leaving the area.
- c. Mail. Residents are required to receive mail through their assigned command or from civilian private sources.
- d. Phone Calls and Messages. Private telephones are provided in quarters. The Front Desk may receive phone calls and messages on a resident's behalf. Visitors and callers will not be provided with residents' room numbers or any personal information. If emergency messages or phone calls are received, residents will be notified as soon as possible.
- e. Comment. Comment cards are provided at the BBD Front Desk. Comments and suggestions are encouraged.